

Memorandum for Record

On 12 Feb 03, in a partnership meeting with Jim Conley, President, IFPTE Local 49, I agreed to the following as long as they do not violate any existing DA regulations or laws:

1. Direct the posting of a copy of the credit card agreement in the intranet so that all HQSPD employees can refer to it periodically.
2. Post a list of FAQs in the same intranet site, for the same purpose as 1 above.
3. Confirm that employees may enter 0 in the "direct payment to contractor" field when filing TDY voucher.
4. To the extent it is under the control of SPD, provide employees reasonable notice before deactivating cards due to infrequent use. For this purpose, 30 days constitutes reasonable notice
5. Approve agency paying for expediting fees for issuance of card, when such is deemed necessary for accomplishment of mission.

/s/

Leonardo V. Flor
COL, EN
Deputy Commander